

DoD Fresh Produce Program **Timeline for School Year 2017-18**

Basics of the Program Using USDA Foods Entitlement Dollars

1. **February 2017:** All School Food Authorities (SFA's) received the annual order packet regarding the details of the program.
2. **February 17, 2017 – March 5, 2017:** SFA's entered entitlement dollar commitments on their annual order.
3. **August 2017:** Participating agencies entitlement dollar commitments will be entered into DoD's web-based Fresh Fruits and Vegetable Order Receipts System (**FFAVORS**). If your agency is new to the program, you must first obtain a User ID and password from USDA's eAuthentication (eAuth) System. Please follow the instructions on the DPI DoD website: <http://dpi.wi.gov/school-nutrition/usda/dod-fresh> regarding **eAuthorization Instructions**. Once you have an eAuth credentials you need to complete and forward to DoD the **FFAVORS Web Set-up Form** found on the DPI DoD website that will include your contact and delivery information.
4. After **September 1, 2017**; SFA's that allocated to DoD during the annual ordering period may begin to place fresh fruit and vegetable orders through FFAVORS.
5. For every order placed through DoD using entitlement dollars, the DoD web-based ordering system FFAVORS will maintain a "checkbook balance" and provide details on the total dollars allocated, spent and remaining.
6. For every order placed through DoD using entitlement dollars, the bill is sent to and paid directly by USDA (i.e. you will not be invoiced for this produce).
7. In **December 2017**, DPI will assess the entitlement expenditures for all participating agencies. DPI will send a reminder email notice to SFAs that have significant balances, little activity and/or non-activity. **Please Note: The commitment of entitlement dollars to this program is a yearly commitment. Any unused entitlement dollars will be lost at the end of the school year.**
8. In **March 2018**, DPI will again assess the entitlement expenditures for all participating agencies. **DPI reserves the right to re-allocate entitlement commitment from SFAs that have significant balances, little activity and/or non-activity.** DPI will notify affected agencies regarding the re-allocation and will re-distribute accumulated funds to interested SFAs on a fair-share basis, by end of **April 2018**.

For order, delivery and password questions, please contact Evan Newpher-Lockard, 215-737-5373, Evan.Newpher-Lockard@dla.mil.

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